

Nevada Department of Education

Online Training
Introduction
to the Child
& Adult Care
Food Program





Child and Adult Care Food Program (CACFP)

- The CACFP is a Federally-funded program that provides meal reimbursement for serving nutritious meals and snacks at no separate charge to eligible participants in child care centers, day care homes, Head Start programs, afterschool programs, emergency homeless shelters and adult day care centers.
- The United States Department of Agriculture (USDA) funds the Nevada Department of Education (NDE) CACFP.



Purpose ...

Who is eligible for CACFP meals?

- Children age 12 and under.
- Children age 15 and younger whose parents are migrant workers.
- Functionally impaired adult participants or adults age 60 and older enrolled in an adult day care center.
- For afterschool programs in needy areas, youths age 18 and under at the start of the school year
- Children from birth through age 18 in emergency shelters.
- Persons with disabilities as determined by the State, who are enrolled in an institution or child care facility serving a majority of persons who are age 18 and under.



Meal Pattern Requirements

- Milk
- Fruit/Vegetable
- Meat/Meat Alternate
- Grains/Breads

What if a participant can't follow the meal pattern?

Get NDE "medical statement for food substitutions" from document & reference library (DRL).

ALLERGY OR INTOLERANCE

*Requires signature by a recognized medical authority.
Substitutions may be provided by center or family.*

DISABILITY

Require signature by a physician. Substitutions must be provided by the center upon the family's request.

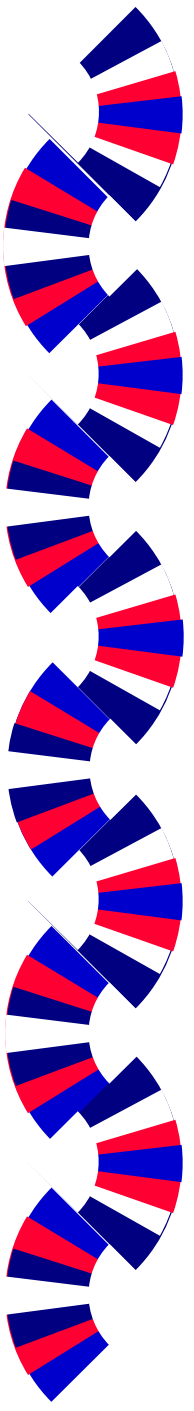
Meals cannot be claimed if substitutions are not served.





MILK

- Must be fluid
- Milk may not be credited for snacks when juice is served as the only other component.
- Milk may never be credited when cooked in cereals, puddings or other foods.



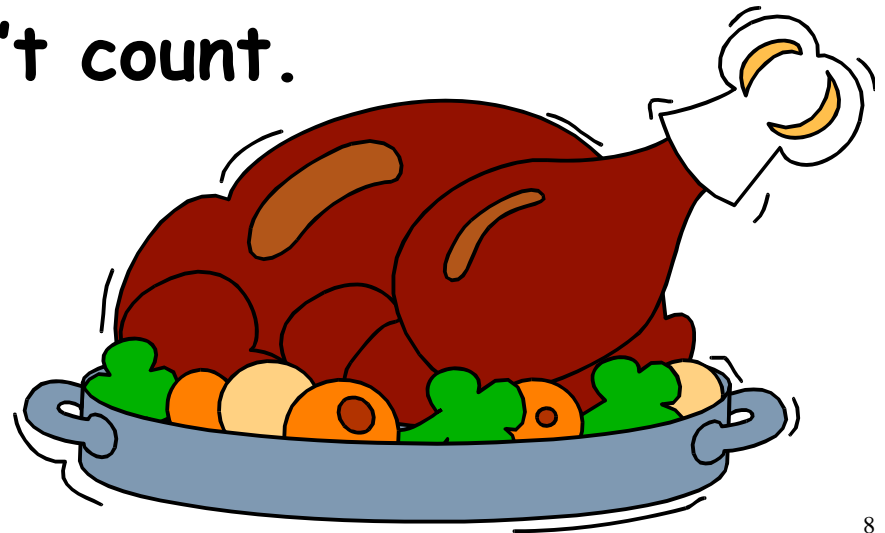
Milk (Adult Day Care)

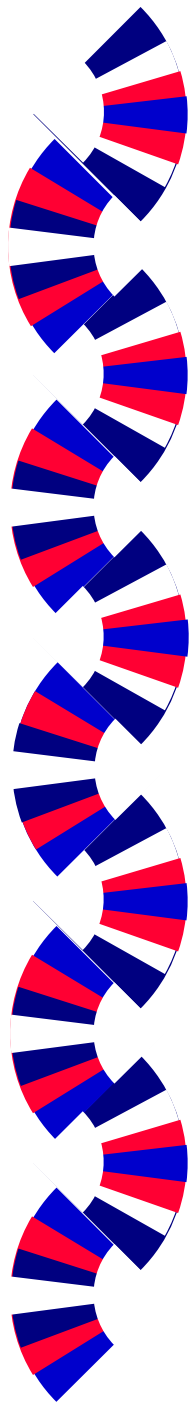
- Other components may be served instead of fluid milk
 - Yogurt (8 ounces)
 - Natural Cheese (1 $\frac{1}{2}$ ounces)
 - Processed Cheese (2 ounces)
- Fluid milk must be served at least once a day.
- Yogurt may not count as both milk and meat alternate.

Meat and Meat Alternates

Amount required is referring to the lean, edible portion.

Less than 1/4 ounce of cooked lean meat or equivalent doesn't count.

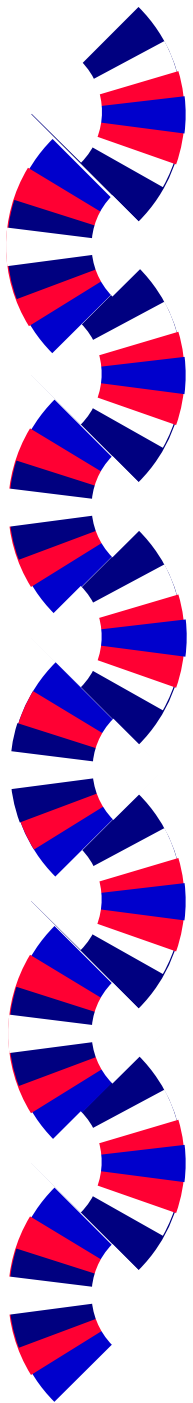




Processed Meat Items are treated differently from raw meat items.

These include:

- **Fish Sticks and Chicken Nuggets**
- **Corn Dogs and Hot Dogs**
- **Mixed, pre-prepared items such as:**
 - **beef stew, casseroles**
 - **ravioli, macaroni & cheese**



All Processed Meat items **MUST** have:

- Child Nutrition label
or
- Manufacturer's Product Analysis



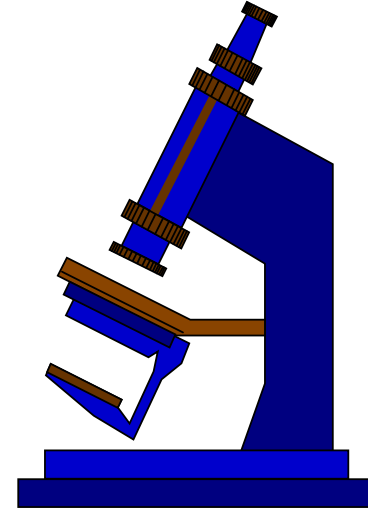
**Without a CN label or
Product Analysis Sheet...**

**The food
doesn't
count!**



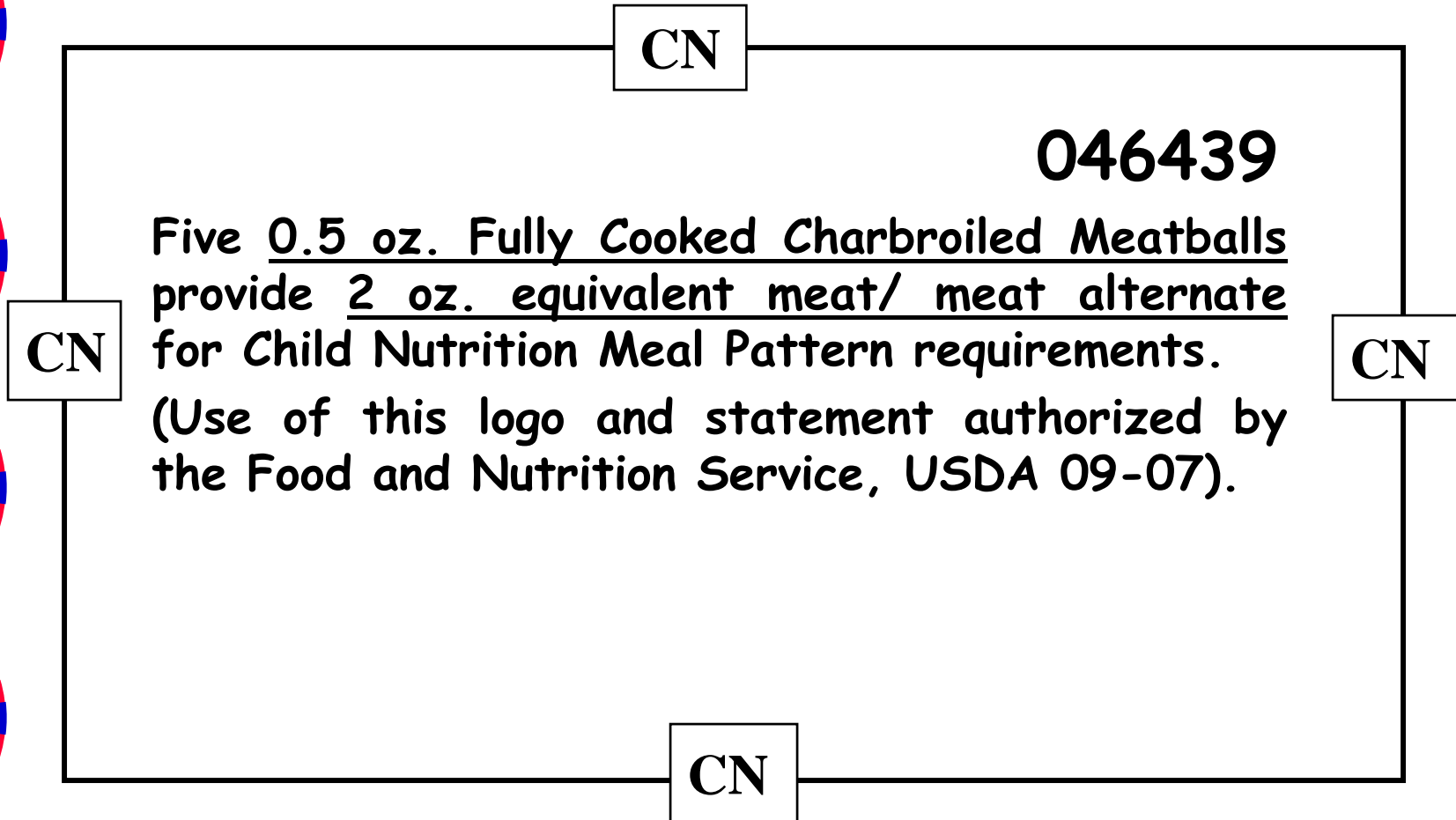
Child Nutrition Labels

CN labels list information about a food's contribution toward the meal pattern.





Child Nutrition Label



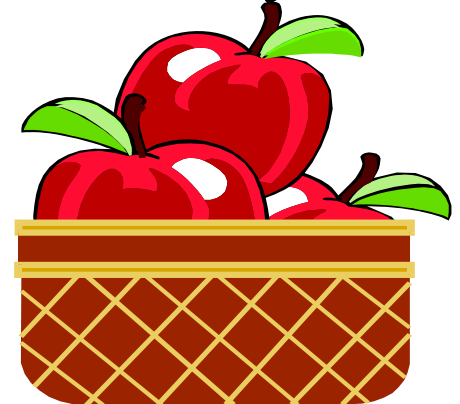


Manufacturer's Product Analysis

- Check with manufacturer – toll free telephone number – ask how their product meets requirements for “Child Nutrition Programs”.
- They will ask for 16 digit # under bar code to identify the product.
- Must be signed and dated by someone in the company.

Fruits and Vegetables

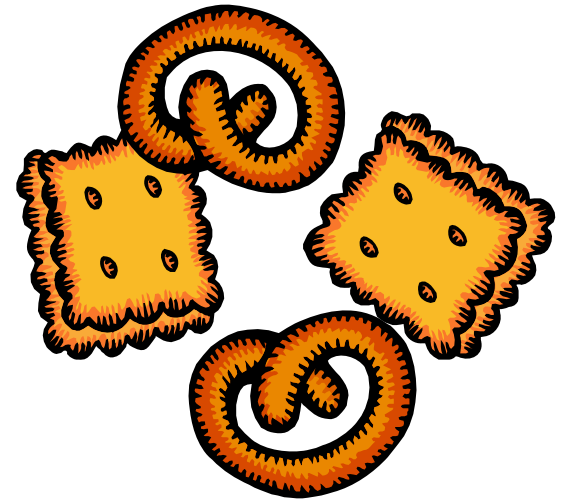
- Lunch: fruit + vegetable to equal total portion required per age group
- Juice & milk cannot be served together at snack
- 100% juice
- Combination foods (i.e., salad) count as one item
- Less than 1/8 cup does not count

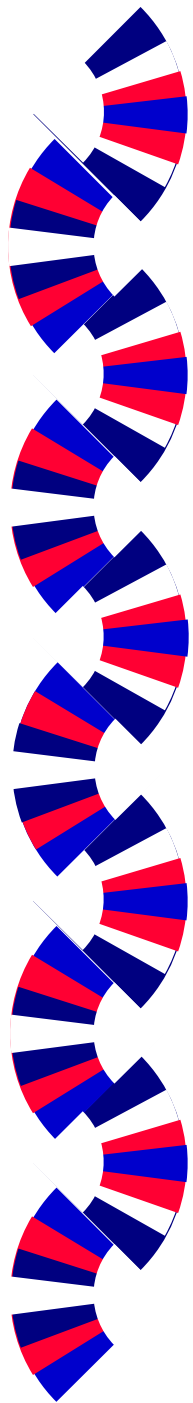




Grains/Breads:

- Whole Grain
- Enriched
- Made from whole grain or enriched flour primary ingredient by weight must be whole grain and/or enriched flour/meal
- Cookies only credible for a snack.
- Cakes/doughnuts credible at snack and breakfast, only.
- Cereals may be fortified.

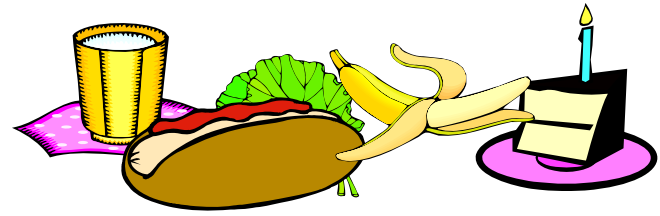




Grains/Breads

- Credited by the weight of the prepared item. Check the nutrition label.
- See the Easy to Use Grains/Breads chart on the DRL.
- Use a small kitchen scale and/or check weight per serving size of purchased items on the nutrition label.

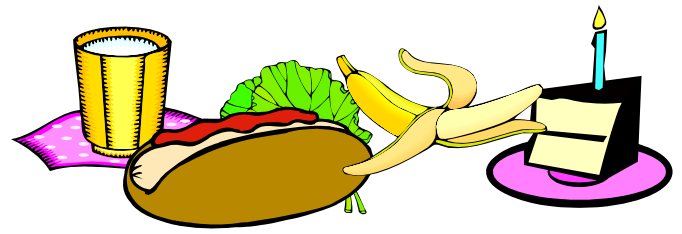
Lunch and Supper



4 Components:

- Milk, fluid
- Meat or meat alternate:
 - meat, poultry or fish
 - cheese
 - eggs
 - cooked dry beans/peas
 - peanut butter
 - nuts/seeds
- Grains/Breads:
(enriched or whole grain)
- Vegetables/Fruits (2 or more)

Lunch and Supper Adult Day Care



Lunch participant must take 4 out of 6 servings offered.
Supper participant must take 3 out of 5 servings offered.

4 Components:

- Milk or Alternates (optional at supper)
- Meat or meat alternate:
 - meat, poultry or fish
 - cheese
 - eggs
 - cooked dry beans/peas
 - peanut butter
 - nuts/seeds
- Grains/Breads: (2 servings)
(enriched or whole grain)
- Vegetables/Fruits (2 or more)

Breakfast: 3 components

- Milk
- Juice or Fruit or Vegetable
- $\frac{1}{2}$ to 1 serving of grains/breads including cold dry or hot cooked cereal (portion for age group)

Meat is not required!



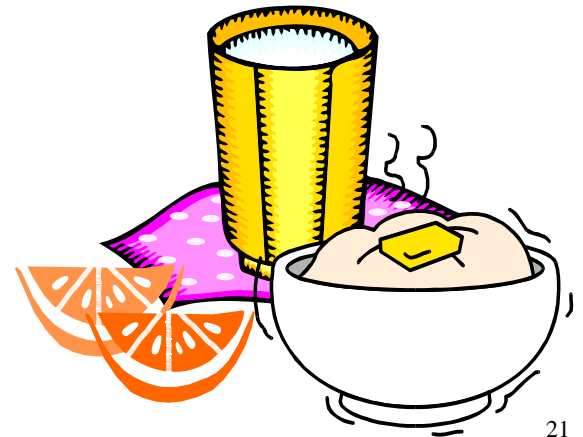
Breakfast: 3 components

Adult Day Care

Participant must take 3 out of 4 servings offered

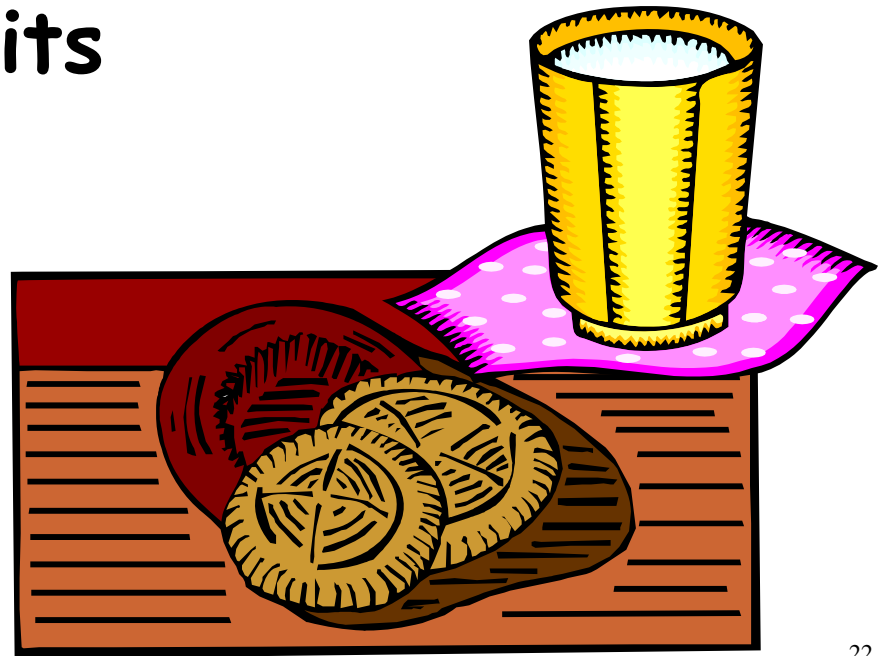
- Milk or Alternate
- Juice or Fruit or Vegetable
- 2 servings of grains/breads including cold dry or hot cooked cereal (portion for age group)

Meat is not required!



Snack: choose two components

- Milk, fluid
- Meat or meat alternate
- Vegetables/Fruits
- Grain/Breads





Are these reimbursable snacks?

- Watermelon and Peaches **NO**
- Corn Chips and Salsa **Probably**
- Peanut Butter Crackers and water **NO**
- Hi-C and cookies **NO**
- Ice cream and cake **NO**
- Orange Juice and fruit cocktail **NO**



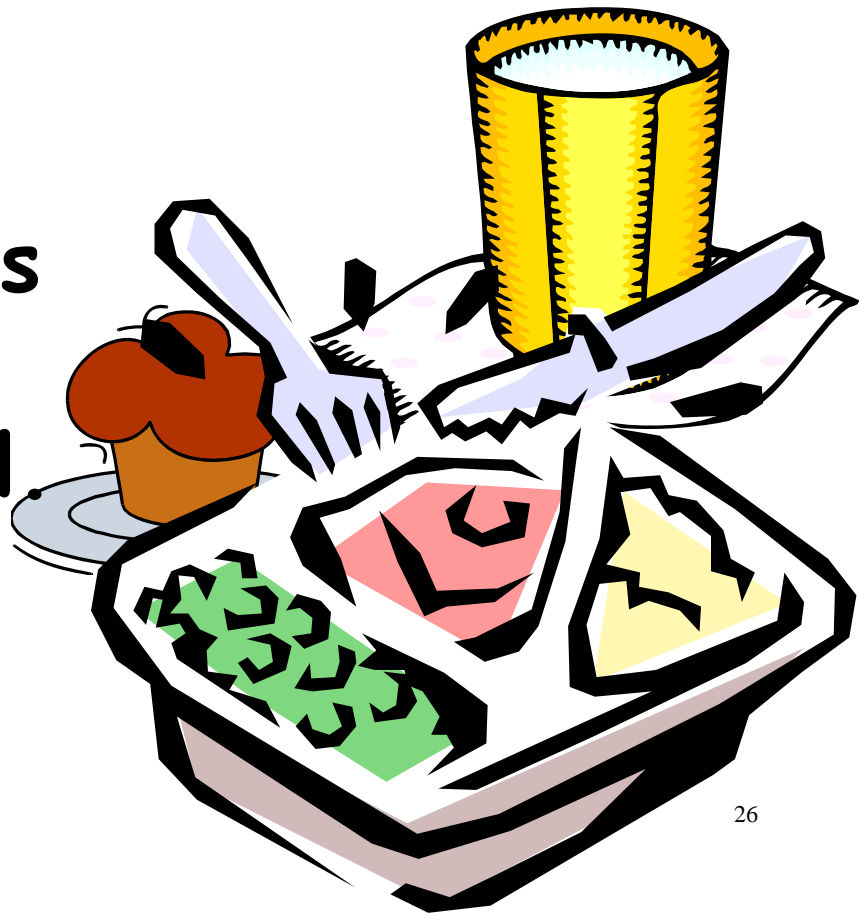
Menu

- A minimum of two different fruits/vegetables must be listed and served at lunch and supper.
- "Other" foods are optional.
- At snack, two of the four components must be included.
- Different forms of the same foods count as one component.

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast				
Orange Juice Waffles Sausage <i>milk</i>	Ham and Eggs Toast Milk <i>fruit</i>	Orange Slices Hash Browns Milk <i>bread</i>	Raisins Oatmeal Milk 😊	Strawberries Cornbread Hot Chocolate ?
AM Snack				
Apple Juice Watermelon <i>One comp.</i>	Milk Trail Mix ?	Vanilla Pudding Vanilla Wafer <i>One comp.</i>	Chocolate Milk Pretzels 😊	Banana Hot Dog Bun 😊
Lunch				
Roast Pork Baked Beans Melon Slices Roll Milk 😊	Chicken Leg Rice Greens Beans Biscuit Milk 😊	Scrambled Eggs Bacon Potato Rounds Tomato Juice WW Rolls <i>milk</i>	Ravioli Broccoli Fruit Cocktail Garlic Toast Milk ?	Pizza Parmesan Zucchini Peach Slice <i>milk</i>
PM Snack				
Potato Chips Cheese <i>One comp.</i>	Veggies Cottage Cheese Cheese Dip 😊	Bologna Cheese <i>One comp.</i>	Pineapple Juice Carrots & Celery <i>One comp.</i>	Yogurt Rolls 😊
Supper				
Turkey Peas Pears Pasta Milk 😊	Macaroni and Cheese Asparagus Mandarin Oranges Milk 😊	Hamburger Cucumber Banana Slices Chips Milk <i>bread</i>	Pinto Beans Cheese Frozen Red Grapes Tortilla Milk 😊	Meat Loaf Glazed Carrots Cherry Cobbler Rice Milk <i>Fruit/veg</i>

Reimbursable Meal

All parts of the meal pattern must be present in the appropriate amounts in order to receive payment for a meal





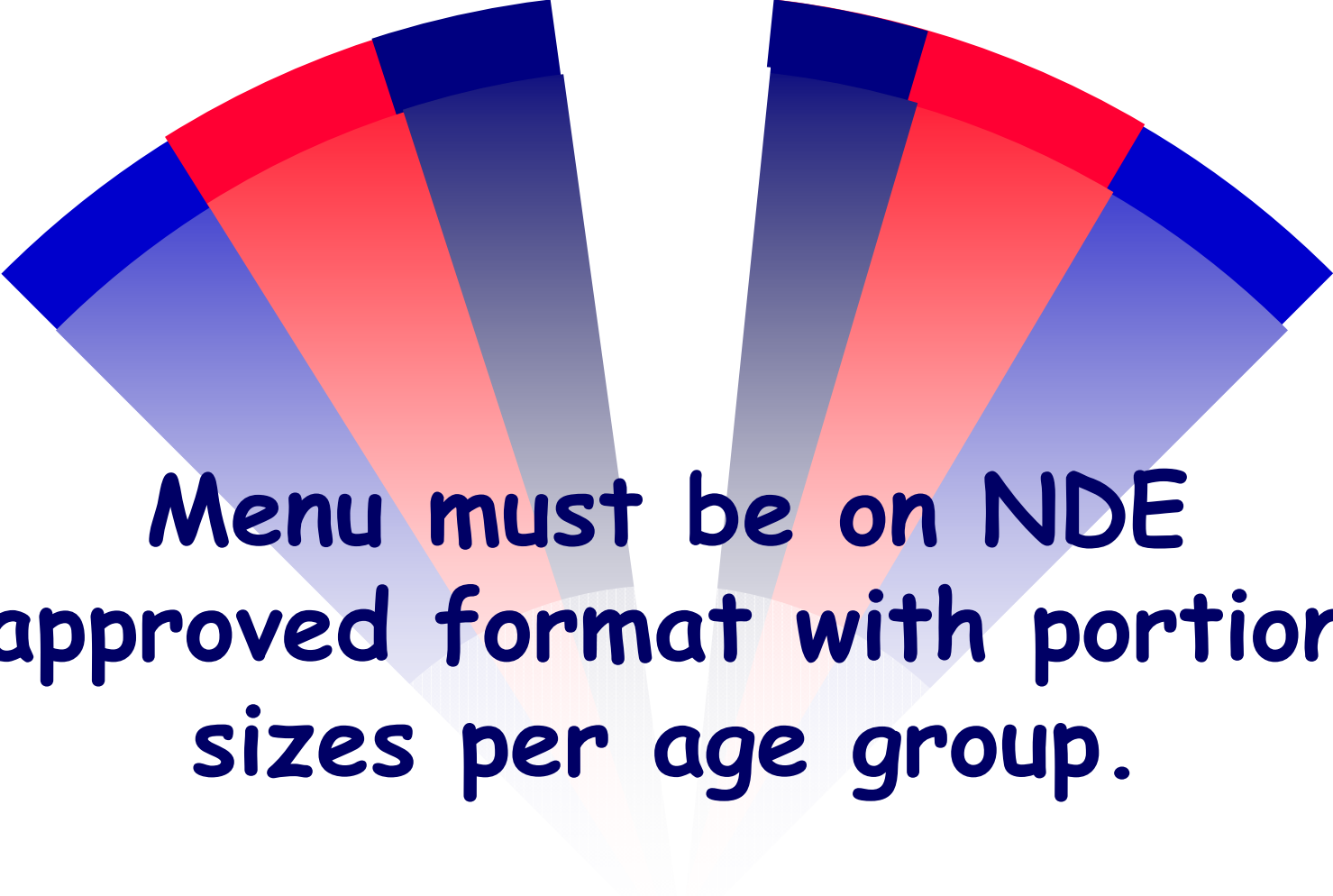
Non Creditable Foods:

(See Creditable and Non-Creditable Foods for complete list on DRL.)

- 
- Bacon
 - Cream Cheese
 - Pudding
 - Potato Chips
 - "Imitation" Cheese
 - Cheese "Product"
 - Ice Cream
 - Popcorn
 - Hominy
 - Powdered Cheese (Mac and Cheese)



MENU REQUIREMENTS



**Menu must be on NDE
approved format with portion
sizes per age group.**



Menu

- The menu posted for parents doesn't need portion sizes.
- The menu used by CACFP staff must be NDE approved format with portion/serving sizes.
- Include weights of grain items, CN Label#, Child Care Recipe#, & supporting documentation.

Enter combination foods next to all components for which they are being credited.

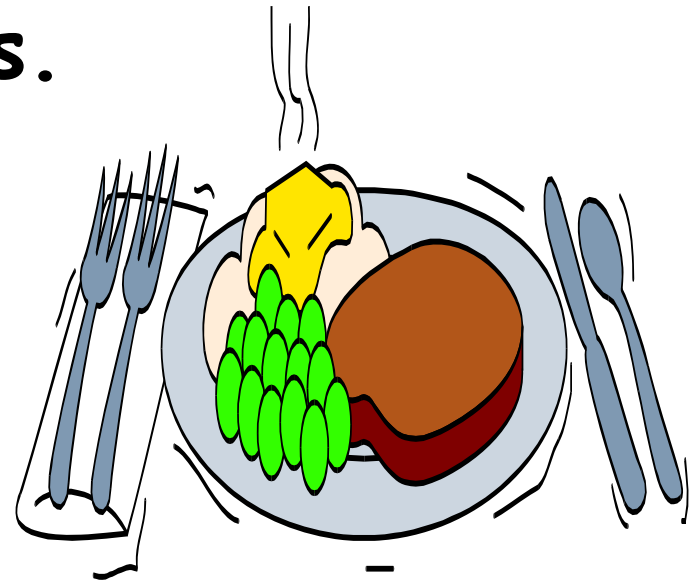
Lunch/Supper	
Milk	Milk
Meat/Meat Alternate	Corn Dog
Vegetable/fruits	French Fries
(2 or more)	Applesauce
Grain/Bread	Corn Dog
Other food	

Lunch/Supper	
Milk	Milk
Meat/Meat Alternate	Ham Sandwich
Vegetable/fruits	Corn
(2 or more)	Peaches
Grain/Bread	Ham Sandwich
Other food	

Menu

Count combination dishes for no more than two components.

A four-week cycle menu will save time and money and increase variety.





Menu

Use the Menu Change Log from the DRL to record menu changes.

You may also record changes on the menus instead of the log.

This fulfills the requirement for a daily record of what is served.



Meal Service

Family Style

- All required items are placed on the table at the same time.
- Adequate amounts of food and milk must be on the table to meet the minimum portions for children and supervising adults.
- A supervising adult must eat with participant to model and encourage taking full portion of each item.

Restaurant Style (Pre-plated)

- Minimum portions of each required menu item must be served.
- Items must be served not just offered.

Cafeteria Style

- Adults supervise the line to ensure each participant selects at least the minimum required portion.





Application Documents

1. Submit to NDE a complete CACFP Application and Agreement once every 3 years
or
2. “Annual Documents” (mini-application including updated budget & information online).





Application Documents (VCA)

Once every three years, send documents to show that you meet the integrity requirements and are:

Financially viable (V)

- Adequate finance resources to maintain operation even if normal income is disrupted.
- Audit report or financial statement.

Administratively Capable (C)

- Enough qualified staff to conduct CACFP properly.
- Management procedures necessary to meet all program requirements.

Accountable (A)

- Adequate financial management system and sound management practices are in place.
- Private nonprofits have an independent board of directors.



Daily Meal Counts and Attendance Records

- Meal counts must be taken and recorded at the point the participant receives a reimbursable meal. NDE forms for meal counts are available on the DRL.
- Attendance in/out times, rosters, or sign-in sheets must support monthly point-of-service meal count figures.
- Be sure you follow the approved meal times on the online site application when taking meal counts. Contact someone with authority if the meal times need to be changed. Submit the change to the Department of Education for approval.



Daily Meal Counts

- A maximum of 2 meals and 1 snack or 2 snacks and 1 meal per participant, per day may be claimed.
- If you are approved for more than 3 meals and snacks per day, use a meal count form that identifies each participant by name and what meals the participant received.
- Emergency shelters may claim breakfast, lunch and supper.



Meal Worksheet

- Record the number of participants who received a reimbursable meal.
- Record the number of program adults whom you allow to eat a meal. These may include staff who eat with the participants, prepared the food, and monitored the meal.
- Record the attendance number for the day.
- Block claims- If daily meal counts are the same for 15 operating days, the sponsoring organization must conduct an unannounced visit to for an explanation. For example, staff may have been recording the number of meals delivered or produced instead of counting the meals as they are served.



Recordkeeping

- Organize records by claim month
- Confidential income statements (CIS)
- Meal count sheets
- Menus
- Claim reimbursement



Recordkeeping

- Monthly receipts for expenses
- Time in/time out attendance (centers & day care homes)
- Rosters or sign in sheets (shelters and before and afterschool programs)
- Annual child enrollment forms (centers & day care homes)



Reimbursement Claim Procedure

- Enter site claim numbers then submit.
- Enter all food service expenses on sponsor claim, not just budgeted amount.
- Check box with certification statement.
- Click submit...not just save!!



Reimbursement Claims

- Accuracy improves if one person compiles the numbers for the claim and another person, usually the designated official, checks the information and submits the claim.



Reimbursement Claims

Warnings

- Occur if a claim conflicts with information on site applications.
- Alert you and the NDE staff to check the information.

Errors

- Stop the claim from being submitted until the problem is corrected.



Reimbursement Claims

Deadlines - Posted on DRL under claims

- Claims should be submitted by the 10th or no later than the 20th of the month following the claim month .
- During unusual circumstances, an original claim may be submitted no later than 60 days (not 2 months) following the claim month.
- If more meals should have been included in the original claim, a revision may be submitted within 80 days after the claim month.
- A decrease in meals or changes to reported expenses can be submitted anytime. Contact the State if a claim needs to be reopened.



Reimbursement Claims

One Time Exceptions

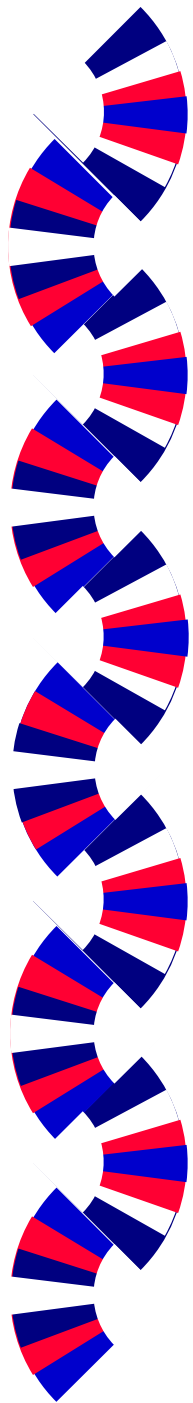
- If a 60 day for original or 80 day for a revised claim is missed, a one-time exception may be requested to pay the late claim.
- An explanation and a plan to prevent future late claims is required.
- Exceptions are granted once every 36 months.

Reimbursement Claims

- *NDE has an online system to submit claims.*
- *Contact Tammy Kratz 702-486-6472, Ext. 1 for technical training and assistance submitting claims and password access.*
- *Tina Kramer 775-687-9176 is a back up person to reset the username and password*
- *Contact a Nutrition Programs Consultant at 702-486-6472, Ext. 3 or 4 for questions about claim approval and expenses reported.*

Keep your user name and password in a safe place. Do not give to others to use. Password is lower case, 8 characters, 1 number, no symbols.





Non-Profit Food Service

- Maintain a non-profit food service and keep documentation of CACFP food service expenses.
- Submit an annual budget to NDE for approval based on the anticipated reimbursement.
- Actual food costs and allowable costs reported on reimbursement claims must equal or exceed CACFP reimbursement by the end of the federal fiscal year, September 30. Reported costs may be lower or higher than each month's reimbursement. Warnings will occur when the year-to-date reimbursement exceeds costs.



Procurement

- Must provide maximum open and free competition
- If contracting with a vendor for meals use the CACFP Meal Contract.
- If it is worth over \$50,000, you must solicit and accept the lowest bid. If not the lowest bid, approval by Nutrition Program Consultants is required.
- Purchases under \$50,000 must document small purchase "price quotes".
- For more information refer to CACFP regulations §226.22 and CACFP Financial Management, FNS Instruction 796-2, Revision 3.



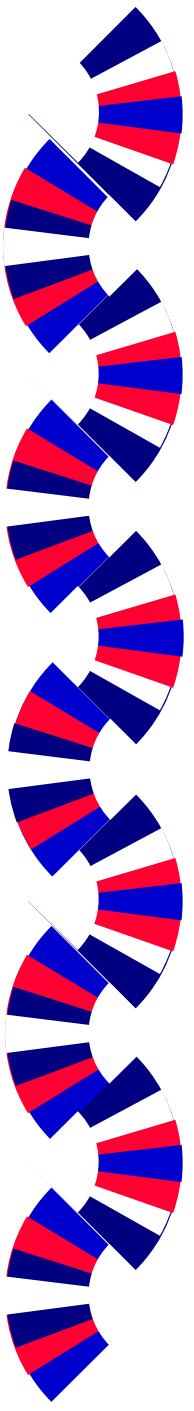
Self-Monitoring Reviews

- Sponsor with more than one site, completes 3 times a year per self-monitoring plan, using form on the DRL.
- No more than 6 months should elapse between reviews.
- Reviews should be at meal time and unannounced.



Training

- The designated official must attend annual NDE training. Up to 3 add'l CACFP staff may attend also.
- Sponsor is required to provide annual training to CACFP staff and as needed for new staff. Follow mandatory agenda topics included in the Annual Documents.



Annual Training

Train own *CACFP* staff on duties:

- Meal pattern
- Accurate meal counts
- Claim submission
- Explanation of payment system
- Recordkeeping



NONDISCRIMINATION STATEMENT

- Include the statement on all publications, flyers and menus that mention the meals and snacks are supported by the USDA Child and Adult Care Food Program.
- Long Version:
 - In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.
To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.
- Short Version when space is lacking on the document:
 - "This institution is an equal opportunity provider."



CIVIL RIGHTS

- Equal treatment for all applicants and beneficiaries.
- Protected classes - for which discrimination is prohibited in CACFP: race, color, national origin, age, sex, and disability.
- Any person alleging discrimination based on the protected classes has a right to file a complaint within 180 days of the alleged discriminatory action. (See Document and Reference Library for forms).



CIVIL RIGHTS cont'd

- Post “And Justice for All” poster at all sites and administrative offices so it is visible to participants and their families who may wish to file a discrimination complaint.
- Building for the Future flyer in the Document and Reference Library includes the non-discrimination statement. Enter your contact information then distribute to currently enrolled children or enrolled adults and attach it to the enrollment packet for new enrollees.



State Program Compliance Reviews

- Every 3 years by NDE
- Drop in visits are conducted
- NDE, auditors & USDA have access to your records during normal business hours (photo ID)
- Always keep records on site and/or at sponsor's office.



Sponsor Responsibilities

- Keep all CACFP records for three full years plus the current year.
- Assure accuracy of claim
- Pay your bills in a timely manner
- Use CACFP reimbursement only for expenses related to CACFP food service that are approved on the budget.



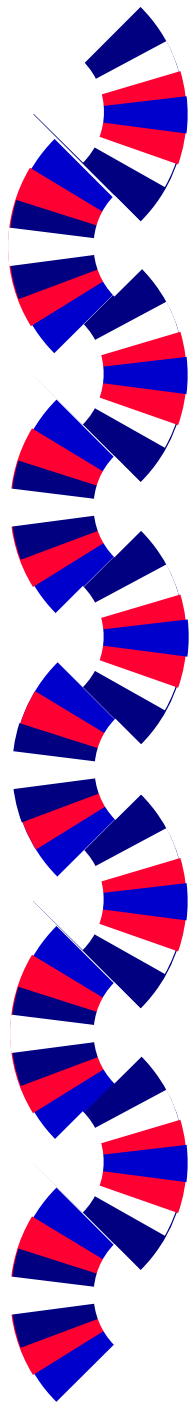
Seriously Deficient

- If problems, center & responsible individuals are declared seriously deficient.
- Opportunity to correct problem.
- If problems is not fully and permanently corrected, you will be placed on the National Disqualified List.



Seriously Deficient

- Once on the National Disqualified List, you may not participate in any Child Nutrition Program for 7 years and until all debts are paid.



Responsible Individual/Principal

- Legally and financially responsible
- Board representative
- Owner/executive director
- Accountant/bookkeeper
- Other administrative personnel
- Site directors
- Food service personnel

- Angela Goodrich, MS, RD, RN** or **Diane Hogan, MS, RD**
702-486-6672 **702-486-7927**
agoodrich@doe.nv.gov dhogan@doe.nv.gov



Evaluation of online CACFP training:

1. Was this overview of the CACFP helpful?
2. Are there other topics this introduction should cover?

Sponsor:

Your name:

Your CACFP responsibilities:

Date:

Signature:

(Print this page, answer questions, sign and date. Fax to
NDE 702-486-6474 for training credit.)